

Patrol Officer reports non - offense incident on sight and/or a call is received by Communications Division.



Patrol Officer handles call.



Patrol Officer prepares report for review **BEFORE** end of shift. **Patrol Officer** shows Department Disposition Code as Pending and UCR Disposition Code as Open.



Patrol Supervisor reviews report **BEFORE** end of assigned **Patrol Officer's** shift.



Patrol Supervisor reviews report **BEFORE** **Patrol Officer's** shift ends. **Patrol Supervisor** approves report and shows Department Disposition Code as Closed, UCR Disposition Code as Unfounded and locks the report.



Patrol Supervisor reviews report **BEFORE** **Patrol Officer's** shift ends. **Patrol Supervisor** does not approve and report is kicked back for corrections. Department Disposition Code remains as Pending and UCR Disposition Code as Open.



Patrol Officer corrects and resubmits report **BEFORE** relieved of duty.



Patrol Supervisor reviews and approves report and shows the Department Disposition Code as Closed and the UCR Disposition Code as Unfounded and locks the report.